

VILLAGE OF WEBBERVILLE
115 South Main Street

RESOLUTION NO. 2013-04
(Enacted April 9, 2013)

**A RESOLUTION ADOPTING A JOB DESCRIPTION FOR THE
CLERK/TREASURER POSITION**

WHEREAS, Section 4.02: Job Descriptions of the Village of Webberville Personnel Manual states the Village maintains job descriptions to clearly define each position's duties and responsibilities, as well as the knowledge, skills and abilities required of the job and the physical demands and work environment of the position; and

WHEREAS, the attached job description for the Clerk/Treasurer position was developed and drafted for consideration by the Village Council.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The attached Clerk/Treasurer Job Description is hereby adopted.
2. Any previously adopted or assumed job descriptions for the Clerk/Treasurer are hereby repealed.
3. Any amendments to the attached Clerk/Treasurer Job Description shall be adopted by a resolution of the Village Council and shall not take effect until such adoption.

Adopted at a regular meeting of the Village Council on the 9th day of April, 2013.

YEAS: Norton, Ackerman, Kelly, Lewis, Hitchcock.

NAYS: None.

ABSENT: None.

I certify that the above is a true and complete copy of Resolution No. 2013-04 adopted by the Village Council at a meeting held on April 9, 2013.



Rachel Piner
Village Clerk

CLERK/TREASURER

Job Description

Supervised by: Village President
Supervises: Administrative Staff (if applicable)
FLSA Status: Non-Exempt (Hourly)

General Summary:

Under the general supervision of the Village President, directs the operations of the clerk and treasurer departments. Coordinates the collection of taxes as well as the investment and accounting of Village funds. Maintains all official Village records and ordinances, and serves as Clerk to the Village Council.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

In the role of the clerk, the employee performs the day-to-day administrative duties including, but not limited to:

- Keep the corporate seal and all records and documents not entrusted to another officer by the charter. (MCL 64.5)
- Serve as clerk of the council, record all proceedings, resolutions and ordinances. (MCL 64.5)
- Countersign and register all licenses. (MCL 64.5)
- Make reproductions in accordance with the Media Records Act 1992 PA 116, MCL 24.401-24.403. (MCL 64.5)
- Administer oaths and affirmations. (MCL 64.5)
- Serve as general accountant. (MCL 64.6, 64.7)
- Collect claims against the village, present them to council for allowance and, if allowed, submit check disbursement authorization to treasurer. (MCL 64.6)
- Report tax or money levied, raised or appropriated to treasurer as well as the fund to be credited. (MCL 64.6)
- Make complete financial report to council as requested. (MCL 64.8)
- Manage village elections as outlined in the Michigan Election Law, if the village chose to hold its own elections. (MCL 168.1 et seq.)

In the role of the treasurer, the employee performs the day-to-day accounting duties including, but not limited to:

- Has custody of and receives all village money, bonds, mortgages, notes, leases and evidence of value. (MCL 64.9)
- Keeps an account of all receipts and expenditures. (MCL 64.9)
- Collects and keeps an account of all taxes and money appropriations, keeping a separate account of each fund.
- Performs duties relating to assessing property and levying taxes. (MCL 64.9)
- Makes periodic reports to the clerk and council as required by law. (MCL 64.9)

Additional Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following additional functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Directs the accounting and financial reporting activities of the Village in a manner consistent with established municipal accounting principles and laws. Prepares financial statements and reports, including special reporting for TIFAs, CDBG funds, Act 51 funds, and others as required. Coordinates audits and provides informational support as requested.
- Oversees the collection and investment of all Village funds. Investigates and examines various investment options to achieve the objectives of the Village's investment policy while maintaining proper cash flow.
- Calculates tax rolls, including special assessment rolls, verifies tax bills, processes changes to rolls, and prints and mails tax bills. Collects and records tax payments, and reconciles payments and delinquencies with the County. Works with County Treasurer and Township Assessor on tax issues as required.
- Researches and processes insurance claims for the village and village staff. Serves as the liaison between the insurance company, the claimants and the village.
- Manages utility accounts, processes regular billings and provides customer service. Opens and closes accounts, posts payments or other account activities, enters meter readings and generates bulk billings. Initiates shut-offs or the collections process according to established procedures; devises and enforces payment plans, and prepares additions of unpaid utility and unpaid miscellaneous invoices to the tax roll for Council approval. Receives and receipts for village water, sewer and refuse bills and other payments. Assists customers with inquiries and complaints and takes appropriate actions to resolve them. Explains bills and payment procedures.

- Prepares the annual Village budget. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget, amends budget as necessary, and keeps the Village President and department heads apprised of the Village's ongoing financial condition.
- Maintains confidential personnel files in accordance with legal guidelines.
- Processes all monthly, quarterly, and annual reports required by State and Federal agencies.
- Processes and keeps proper records for all accounts payable transactions, including payroll; prepares related reports, and pays payroll taxes. Serves as benefits administrator, making payments for benefits, processing claims and paperwork, researching new alternatives as requested, and responding to employee or vendor inquiries as needed.
- Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
- Serves as the Freedom of Information Act (FOIA) Administrator.
- Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma with some college course work in accounting or finance is required. A Bachelor's degree in business, accounting, or a related field is preferred.
- Three or more years work experience in a finance department, business office, or related setting, with some administrative or supervisory experience.
- Thorough knowledge of the principles and practices of public finance and budgeting, municipal accounting, tax collection, investments, and payroll and benefits administration.
- Considerable knowledge of the laws, ordinances and related legislation pertaining to records management and elections in a municipal government.
- Considerable knowledge of official Village policies.
- Skill in compiling and evaluating complex financial data, and preparing clear and accurate reports.
- Skill in maintaining complex record keeping systems and performing other administrative functions.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in recording and transcribing meeting minutes with a high degree of accuracy and detail.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to manage multiple priorities and work effectively under stress and within deadlines.
- Ability to plan, coordinate, assign, train and supervise the work of subordinates engaged in a variety of activities.
- Ability to establish effective working relationships and use good judgment, initiative and

resourcefulness when dealing with the public, Village officials, members of Boards and Commissions, representatives from other units of government, other professionals in the field, and fellow employees.

- A valid State of Michigan Vehicle Operator's License.
- Ability to attend meetings at times outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Certification as a Notary Public.
- Certification as a Municipal Clerk and Municipal Treasurer, or ability to obtain upon hire.